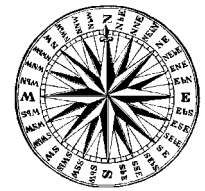


THE AICS NAVIGATOR



Vol. 3 Issue 3.....July 2000

The AICS Navigator is a publication created by the AICS Development Unit to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued and can be addressed by contacting Dawn Brinningstall at 517/336-6429 or email AICSMAIL@state.mi.us.

NEW ISSUE INCIDENT SCREEN

READY FOR REVIEW CHECKBOX:

With the addition of the Q form to the Issue Incident screen, users must now check the 'Ready for Review' checkbox to let the system know you have completed an offline incident and it is ready for the supervisor's review.

Checking this box will place the incident on the Review screen where a supervisor can review and approve the incident.

QUICK FORM: With the release of AICS Version 7.0, users will have the ability to do a Quick Form as part of an offline incident. The Quick Form text area was created to assist the local agencies and those MSP worksites that can still take offline incidents. Clicking on the 'Q Form' button will open a 300 character free text box where the user can describe the incident within AICS and not be forced to fill out paper forms. Should the user decide to continue on in AICS and do the incident online, the quick form information will remain in the system and can be viewed upon clicking the button. The information in the quick form area can be cut and pasted into an online narrative if necessary.

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54002 OUIL/ 93001 TRAFFIC ACCIDENT

MSP Official Order No. 52 currently states that MSP employees shall carry an OUIL accident with a file class of 93001 Accident, Traffic (Non-Criminal). The order is being revised to state that using AICS, OUIL accidents should be carried with a 54002 OUIL primary file class and a 93001 Accident, Traffic as a sequential file class. The Traffic Services Section of Special Operations will be revising the order to reflect this change in departmental policy. The user should enter 93001/54002 in the file class box on the UD-10.

AICS PROPERTY RECEIPT

Until the release of Version 7.0, AICS limited the ability to print a property receipt until after the property was given a status of released, retained, or sold. This caused problems when a receipt was generated on a specific date but the property was actually released, retained, or sold on another date (i.e., officer sets up a meeting to return items, but the owner does not show. A second meeting is set up the following day, but the receipt still had the previous day's release date.)

With AICS Version 7.0, users can now print a receipt upon *authorized to release*, *authorized to retain*, or *authorized to sell*. This will work with single property items or when using Group Property. NOTE: An 'authorized to...' status may be assigned to property items numerous times (i.e., in the scenario above, a receipt would be generated on the first day using an 'authorized to release' status. The owner does not show up. The second day, the officer again accesses the Final Disposition screen and assigns an 'authorized to release' status. A receipt will print with the new date in the receipt header, which will correctly reflect the release date).

The 'authorized to...' receipt will resemble the current receipt but will have blank lines for:

- the rank and full name of the officer releasing, retaining, or selling the item(s).
- the officer's signature.
- the date of disposition.
- the name, address, and city/state of the person receiving the property.
- the recipient's signature.
- the date the receipt is printed will be generated by the system and typed in the receipt header.

Once the officer has disposed of the item, the information written on the receipt will need to be added to the system. **NOTE: An incident cannot be closed until this information has been entered into the system.**

To access the new receipt, you may either select Final Dispo from the Property Detail screen or select Disposition in Group Property. Once you have transmitted the 'authorized to...' disposition, a Print Receipt button will appear on the bottom of the screen. Clicking the button will generate a receipt and send it to your default printer.

The screenshot shows the 'AICS - Property Segment - Final Disposition' window. At the top, there's a menu bar with 'File', 'Edit', 'Actions', 'Help', and a date/time stamp 'Fri Jul 07, 2000 11:59'. Below the menu bar is a toolbar with buttons: 'Transmit - F11', 'Back - F10', 'Print - F5', 'Close - F4', 'Clear - F3', and 'Add Successful'. The main form area has several sections:

- Header:** 'Action' (dropdown), 'Incident' (text), 'Class Type' (dropdown), 'Reason For Entry' (dropdown), 'Status' (dropdown), 'OPR' (text), 'Sys' (text).
- Final Disposition Information:** 'Prop Status' (dropdown), 'Auth By (name)' (text), 'Dispo By (name)' (text), 'Witness By (name)' (text), 'Rec By (name)' (text), 'Date Disposed' (text).
- Address:** 'Locale' (text), 'Num' (text), 'Dir' (dropdown), 'Street' (text), 'Sub' (dropdown), 'Apt Num' (text), 'Zip' (text), 'City' (text), 'St' (dropdown).
- Password and Accesscode:** 'Auth Accesscode' (text), 'Auth Password' (text), 'Witness' (text), 'Witness Password' (text).

At the bottom of the form, there is a 'Print Receipt' button. A callout box with an arrow points to this button, containing the text: 'Now appears upon "authorized to..."'. The background of the form is light blue.

INCIDENT BOOK SCREEN

Automated Incident Capture System - [Incident Book]

File Print Screens Search Actions Help Fri, Jul 07, 2000 (1028)

Transmit - F11 Back - Ctrl+B PreFill - F5 Close - F4 Clear - F3 **TEST** Ready

Sub ORI Search

Status Badge #

Date From To Time From To

Name File Class

Incident Type Forfeiture Include Supps ☐

Search Count 0011 Starting At 0001 Ending With 0011

Incident	Sub	Badge#	Date	S	R	Name	FC
0000089-00	00		05/12/00	0	N	SMITH	99009 TESTING
0000099-00	00		06/06/00	0	Y	SMITH	98007 GHOST AT HOUS
0000101-00	00	157	06/07/00	0	N	JONES/SMITH/KARMAN	50000 MICH A/B
0000103-00	00	157	06/07/00	0	N	JONES/GREEN/SMITH	50000 MICH A/B
0000111-00	00	35	06/07/00	0	N	SMITH	50000 WARRANT P/U
0000127-00	00		06/15/00	5	N	PERKINS, SMITH, JONES, PARNELLI	93001 FOUR CAR FILE
0000167-00	00	67	06/23/00	0	N	SMITH	13002 AGGRAVATED PC
0000172-00	DB	157	06/26/00	0	N	BRODINGSTRAUL/JONES/SMITH	12000 FAKE ROBBERY
0000206-00	00		06/30/00	0	N	SMITH	23007 THEFT OF BIKE
0000212-00	DB		07/06/00	5	Y	SMITH	99000 TEST INCIDENT

Sort by Inc #

NEW Name Search Ability: The ability to search the name field from the Issue Incident screen has been added. Text entered in this field will search the system for all incidents which contain the word(s) or character(s) in the Name field entered on the Issue Incident screen (i.e., enter the word 'smith' in the Name field above, incidents containing 'smith', 'jones/smith/karman', and 'perkins, smith, jones, parnelli' are returned in the display box).

NEW Badge Field: A Badge field has been added to the screen to allow officers to display only those incidents in which they are either assigned to or investigating. NOTE: A badge number field has been added to the User Profile screen.

Doublingclicking on the incidents listed in the pick list will do the following: 1) if the incident is Online, it will take you to the Original screen; 2) if the incident is Offline, it will take you to the Issue Incident screen; 3) if you doubleclick on a supp, it will take you to the Supp screen.

User Profile Screen: New Rank and Badge # Fields

Agency administrators can now add rank and badge # to their user's User Profile screen. This information will automatically prefill the Invest By fields on the Supp screen. The information prefilled will be based on the accesscode and password entered by the user upon logging onto AICS. NOTE: A Level 4 Shift Administrator can change a Level 5 user's User Profile screen. A Level 3 Agency Administrator can change both a Level 4 and Level 5 user's User Profile screen.

LEOKA FORM SUBMISSION

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (LEOKA) Article submitted by Criminal Justice Information Center

As a reminder, the LEOKA form must be submitted to the Uniform Crime Reporting Unit on a monthly basis whether an agency has had assaults or not. This form is required regardless of an agency's reporting method (UCR or MICR). If an agency has zero officers killed or assaulted for a particular month, the agency should complete the agency information on the top of the form, the month and year for the form, and enter a zero on the form. When an assault does occur, there are detailed instructions on the back of the form to assist the agency in completing the form. The completed LEOKA forms can be mailed to the U.C.R. unit or faxed to (517) 322-5385. If your agency needs forms or has questions regarding the LEOKA, please contact your U.C.R. contact person, or call (517) 322-1150.

NOTE FROM AICS: MSP and local agencies using AICS are reminded to submit the monthly LEOKA forms to the U.C.R. unit. AICS does not automatically submit this information to UCR.

F6 – CALENDAR FEATURE

1. Tab into Date field.
2. Click on F6 to display Calendar.
3. Hit Enter on keyboard to prefill today's date.

Online reminder on how to activate calendar.

A calendar feature has been added to all date fields in AICS. To access the calendar, the cursor must be in the date field (the field is yellow indicating that the field is active). Press the F6 function key. This displays the calendar. Double-click the correct date or click once on the date and press the Enter key. This will prefill the date in the date field.

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